

**IN THE UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY**

**NOTICE OF INTENT TO IMPLEMENT ELECTRONIC AVAILABILITY
OF CASE FILE INFORMATION**

Effective August 4, 2003, the Office of the Clerk will begin imaging documents for posting to WebPACER through the Court's Internet web site. Any subscriber to WebPACER will be able to read, download, store and print the full content of imaged documents. The clerk's office will not be imaging or posting documents sealed or otherwise restricted by court order.

You should not include sensitive information in any document filed with the court, including exhibits, unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via WebPACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically¹:

- A. SOCIAL SECURITY NUMBERS.** If an individual's social security number must be included in a document, only the last four digits of that number should be used.
- B. NAMES OF MINOR CHILDREN.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- C. DATES OF BIRTH.** If an individual's date of birth must be included in a document, only the year should be used.
- D. FINANCIAL ACCOUNT NUMBERS.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

¹ Electronic access to documents in Social Security cases and Criminal cases through WebPACER will be limited to the parties and counsel, pursuant to privacy policy of the Judicial Conference of the United States. However, when ordered by the court upon the agreement of the parties, a high profile criminal case may be accessed electronically when it is for the convenience of the parties and in the public interest to do so.

In addition, exercise caution when filing documents that contain the following:

1. Personal identifying number, such as driver's license number;
2. Medical records, treatment and diagnosis;
3. Employment history;
4. Individual financial information; and
5. Proprietary or trade secret information.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. This document shall be retained by the court as part of the record. **A redacted copy for the public record must be filed along with the document under seal.**

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. **It is the sole responsibility of counsel and the parties to be sure that all documents comply with the rules of this court requiring redaction or partial redaction of personal data identifiers, whether it is filed traditionally or electronically. The clerk will not review each pleading for redaction.**

The Joint General Order of the Eastern and Western Districts of Kentucky setting forth the courts' privacy policy regarding public access to electronic case files is available on the Court's web site at www.kywd.uscourts.gov or any divisional office of this Court.

**JEFFREY A. APPERSON, CLERK
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY**

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN AND WESTERN DISTRICTS OF KENTUCKY**

JOINT GENERAL ORDER NUMBER: WD No. 03- 01 and ED No. 03-01

**IN RE: PRIVACY POLICY REGARDING PUBLIC ACCESS TO
ELECTRONIC CASE FILES**

In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002 (Pub.L.No. 107-347), enacted on December 17, 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests,

IT IS HEREBY ORDERED:

That the parties should not include sensitive information in any document filed with the court, including exhibits, unless such inclusion is necessary and relevant to the case. Personal information not otherwise protected will be made available over the Internet via WebPACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the document, whether it is filed traditionally or electronically¹:

- A. SOCIAL SECURITY NUMBERS.** If an individual's social security number must be included in a document, only the last four digits of that number should be used.
- B. NAMES OF MINOR CHILDREN.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
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In addition, exercise caution when filing documents that contain the following:

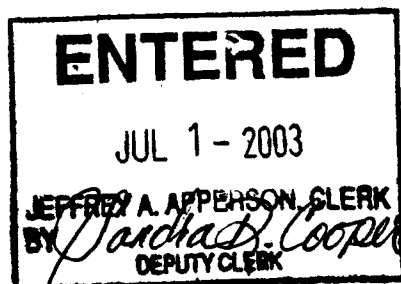
1. Personal identifying number, such as driver's license number;
2. Medical records, treatment and diagnosis;
3. Employment history;
4. Individual financial information;
5. Proprietary or trade secret information.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal. This document shall be retained by the court as part of the record. **A redacted copy for the public record must be filed along with the unredacted document under seal.**

Counsel is strongly urged to share this information with all clients so that an informed decision about the inclusion of certain materials may be made. **It is the sole responsibility of counsel and the parties to be sure that all documents comply with the General Order of this Court, whether it is filed electronically or traditionally. The clerk will not review any document for redaction.**

This General Order is effective immediately and will remain in effect pending further order of the court.

Entered this 20th day of June, 2003.



[Signature]
JOHN G. HEYBURN II, CHIEF JUDGE
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY

[Signature]
KARL S. FORESTER, CHIEF JUDGE
UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF KENTUCKY